

Mt. SAC Writing Center Policies & Procedures—Summer 2021

General Writing Center Policies:

- Students must register with the Writing Center each semester. Self-registration for Writing Center CRN(s) is available for self-registration through the student portal.
- In order to use the Center, students **MUST** bring their current Mt. SAC student ID each time.
- Cell phone use is prohibited inside the Center.
- Food, drink, and gum are prohibited, but water bottles are permissible in the computer lab. Food and drink must be left in the cubbies at the front desk.
- Photocopying is **NOT** available in the Center.
- Students need to pick up their student IDs at the front desk before leaving the Center.
- Skateboards are permitted in the Writing Center **ONLY** if they are properly stored in the skateboard holding area located in the computer lab.
- The Writing Center is not responsible for students' belongings, nor is it responsible for any lost or stolen items.

Computer Lab Policies:

- Students using the computer lab must wear masks while using the Writing Center. Disposable masks are available.
- Students can use the computer lab for a maximum of 2 hours.
- Students must use the computer assigned to them. If there is a problem with the assigned computer, students must notify the front desk immediately. Students who ignore this policy will lose their lab privileges.
- Students must wash or sanitize their hands prior to using a computer. Hand sanitizer is available.
- Students using the computer lab must be working on Mt. SAC assignments.
- Black and white printing is 10 cents a page. Color printing is not available at this time.
- There is a 20-page limit on printing jobs. The lab does not accommodate printing on special letterhead, colored paper, or envelopes.
- Printing requires payment in cash since the debit/credit card service is not available at this time.
- Students should bring a flash drive (USB) in order to save work. The Writing Center is not responsible for any lost work on the computer.
- MP3 players can be used, but the volume must not distract other students.
- Headphones are available for checkout at the front desk, but they must be cleaned off by students prior to return. Cleaning wipes are available.
- Students need to take personal items (backpacks, purses, wallets, etc.) with them when they leave the computer station. Any items left behind will be held for one and then taken to Lost and Found in the Student Life office.

Unauthorized Use of the Writing Center and Student Behavior:

- Students not registered for the Writing Center are not permitted to remain in the Center.
- No children are allowed in the Center due to legal and insurance issues.
- Disruptive or disrespectful behavior towards fellow students or Writing Center staff will lead to a suspension of lab privileges or disciplinary action.

Unauthorized use or misuse of any Humanities Division computer system or its components will result in disciplinary action in accordance with the Student Discipline Policy (A.R. & P. 609) and the California Education and Penal Code.

Please note: THE WRITING CENTER CANNOT SERVE AS A STUDY HALL OR STUDY GROUP LOCATION. Students in need of study space are invited to use the library in Building 6. Students in the Tutoring Space (room 1563) may be asked to move to accommodate tutoring. Any tutoring that takes place in the Writing Center must be authorized by the Writing Center.